

## **Child Care Access Means Parents in School Program Frequently Asked Questions for Potential Applicants in FY 2005**

This document reflects a compilation of the answers we have provided in response to questions received from potential applicants. Although the responses are grouped under specific headings, we urge you to read the entire document because questions may overlap. We hope this information is useful in assisting you to develop a successful CCAMPIS application.

### **Eligibility**

#### **Q1. How is the amount of funding for each grant determined?**

A. The authorizing statute, section 419N (b)(12) of the Higher Education Act of 1965, as amended (HEA), limits the amount of a grant awarded to no more than 1 percent of the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education (IHE) in the preceding fiscal year -- FY 2004 in this case.

#### **Q2. Our organization operates a child care facility adjacent to two IHEs. May we establish a partnership with these IHEs, and submit a proposal from the partnership?**

A. Only individual IHEs are eligible to apply for a CCAMPIS Program grant. While your organization and the two IHEs may establish a partnership to provide child care services to low-income students, each IHE must submit an application for a grant, and each applicant IHE must have oversight authority of the child care facility.

#### **Q3. Can an IHE with current TRIO Program grants apply for a CCAMPIS Program grant?**

A. Yes. Having a TRIO Program grant does not affect an IHE's eligibility for a CCAMPIS Program grant.

#### **Q4. If you have an early childhood center on campus, can you apply for the grant?**

A. Yes. An IHE with an existing child care program, as well as an IHE that wishes to establish a child care program, is eligible to apply for a CCAMPIS Program grant provided it meets the other eligibility criteria.

#### **Q5. Our IHE is composed of 13 small, two-year branch campuses. Six of our 13 branch campuses qualify under your grant guidelines as "eligible" for CCAMPIS Program grants because each of these six campuses has eligible Federal Pell Grant students in the funding range of \$400,000 - \$600,000.**

**Since we operate as a single institution, with 12,500 total students, may we apply for one grant that would include these six campuses?**

A. Yes. Only an IHE is eligible to apply for a CCAMPIS Program grant. Branch campuses that do not meet the definition of an IHE, under the HEA Title I, Part A, are not eligible to apply.

You should prepare the application for your IHE as a single entity, based on your total Federal Pell Grant assistance, for all 13 campuses. You need not break out the federal Pell Grant assistance by campus. Thus, if some branch campuses distribute less Federal Pell Grant funding than the statutory requirement that does not matter. It is the total amount of Federal Pell Grant funding that the IHE, as a whole, distributed in FY 2004 that is the key: that is the amount you should use to calculate your budget request.

In your application, you should detail where and how you will provide child care services to low-income students noting the name and address of each campus where you will provide the services.

If you wish to use the one facility you have as a model that is fine. You should note that you have existing child care services, and explain how you will use these to expend services to other campuses.

**Q6. What is the distinction between different campuses and different branches?**

A. “Different campus” normally means an institutional site that is geographically apart from and independent of the main campus of the institution. It meets the following criteria:

1. is permanent in nature;
2. offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;
3. has its own faculty and administrative or supervisory organization; and
4. has its own budgetary and hiring authority.

Sometimes “different campus” and “different branch” are used interchangeably. Other times, “different branch” includes a campus that does not have significant independence from the main campus.

The CCAMPIS Program provides grants to IHEs, and does not reference “different campus” or “different branch.” Under the CCAMPIS Program, an applicant must meet the criteria for being an IHE, as defined in the [HEA, Title I, Part A](#).

**Q7. We are current CCAMPIS Program grantees in our last year of our grant award, which ends in September 2005. May we apply under the FY 2005 competition for a new grant?**

A. Yes. IHEs that have CCAMPIS Program grants ending in either FY 2005 or FY 2006 may apply under the FY 2005 grant competition. Please see the Notice Inviting Applications, which was published in the [Federal Register on June 8, 2005](#).

**Q8. Will current CCAMPIS grantees be allowed to request funding in this new competition based on their current Federal Pell Grant distribution?**

A. Yes. For the FY 2005 competition, an applicant should base its funding request on the amount of Federal Pell Grants it disbursed in the preceding fiscal year -- FY 2004.

**Q9. Our CCAMPIS Program grant ended in a prior fiscal year. May we request a new grant in FY 2005 to continue services that we had operated with prior CCAMPIS Program grant funds?**

A. Yes. You would apply as an “existing” child care program.

**Q10. Please define “new child care program” and “existing child care program.” We have never had a CCAMPIS Program grant, and would, if successful, be a first-time grantee. We have a child care program which is serving low-income students, and we want to increase our services to those students. Would this type of activity be a “new” program since we have never had a grant?**

A. No. Your child care program would be an “existing” program. An existing child care services program is one that is in place at the time of application, regardless of the IHE’s status as a CCAMPIS Program grantee.

**Q11. If we are awarded a CCAMPIS Program grant, must our child care facility be in existence prior to the receipt of funds?**

A. You may apply for funds for an existing child care program or to establish child care services. Please review the selection criteria, specifically the “Plan of Operation,” for detailed guidance.

**Q12. How should we present the information that we would use CCAMPIS Program funds to “expand” an existing child care center?**

A. You would explain that your IHE has an existing child care center, detail the services that you currently provide, and explain your plans for expansion of the services.

**Q13. What is the duration of a grant?**

A. Each CCAMPIS Program grant is for a period of up to four years.

**Q14. When funds are awarded to an IHE, is that IHE eligible to apply for renewal funds in subsequent years?**

A. Yes. You may request continuation funding for a total of four years of grant funding.

**Q15. We have instances where one low-income student-parent is enrolled in our IHE, and the other low-income student-parent is enrolled at a different IHE. If the child is served by our facility, may we count both parents in our Pell-eligible count?**

A. No. You may count only students who are enrolled in your institution.

**Q16. Is the primary purpose of the CCAMPIS Program to provide funds for scholarships to subsidize students' child care fees? Or, is the primary purpose to support the program to provide better services to the students and their children?**

A. The purpose of the CCAMPIS Program is to support the participation of low-income parents in postsecondary education through the provision of campus-based child care services. You may do so either by providing low cost child care or by expanding the types of child care services offered.

**Q17. Must the child care facility we use be licensed? What if that facility is located on our campus, and the state and local authorities do not require licensing because we accept only our students' and employees' children?**

A. The authorizing law, [Section 419N\(c\)\(9\) of the HEA](#), requires that any child care facility assisted with CCAMPIS Program funds must meet applicable state or local government licensing, certification, approval or registration requirements. You should check with both the state and local governments to ensure that you have met all their requirements. In addition, the facility must be accredited within three years of the IHE first receiving CCAMPIS Program funds.

**Q18. What is the age range of students that can be served?**

A. There are no age limits for either the low-income students or for the children of these students.

**Q19. What specific accreditation must a child care center have?**

A. The child care facility must meet all applicable state or local government licensing, certification, approval, or registration requirements. Accreditation is done by national, regional or state associations.

### **Selection Criteria**

**Q20. Should personnel time commitments be included in the application?**

A. Yes. The Budget Narrative should note the total commitment of time for each key member of the project staff.

**Q21. How do we report in-kind contributions?**

A. In-kind contributions should be listed on the [Department of Education \(ED\) Form 524 B, Budget Summary Non-Federal Funds](#). You should also discuss this in your Budget Narrative. You may wish to include a discussion of significant local or institutional resources in addressing the competitive preference priority in the Program Narrative.

**Q22. How do you suggest we address the evaluation selection criterion, particularly the use of an external evaluator?**

A. You should develop a very thorough evaluation plan based on the goals and objectives that you propose. After reviewing your proposed budget, you should determine the funds that would be available to conduct an evaluation. You may find there are local and state child care service professionals available to conduct the evaluation at a modest fee.

**Q23. What data should be included in “retention and graduation rates?”**

A. Retention and graduation rates must be measured by cohorts. Retention rates should include students, receiving CCAMPIS Program funded child care services, who were able to remain enrolled for at least one academic year at your institution. Graduation rates should include students, receiving CCAMPIS Program funded child care services, who were able to complete their program of study at your institution. Graduation rates include students who transfer from a two-year IHE to a four-year IHE, obtain a terminal degree (Associate or Bachelor), or complete a two-year certificate program.

**Q24. In the evaluation, may we count students who transfer from our two-year institution to four-year IHEs as graduates? And may we count certificate recipients as graduates?**

A. Yes. You may include students who transfer to four-year IHEs in your graduation rates. You may also include two-year program certificate recipients as graduates.

**Q25. What do you mean by “placement of the project?”**

A. The placement of the project is the organizational location of the grant project within the IHE’s overall structure. The project’s placement should be logical -- high enough to ensure effective and successful implementation of the project and support of the administration, and not layered within the bureaucracy so that operational processes are impeded.

**Q26. Who should be responsible for the financial management of the project?**

A. The financial management of the grant project should be a major responsibility of the project director.

**Q27. Should we be conducting a needs assessment survey prior to completing the grant application? If so, where can we access the survey?**

A. In addressing the “Need for the Project” selection criteria, you should provide specifics. However, there is no standard needs assessment survey.

**Q28. Where should we address GEPA?**

A. You should address the GEPA requirements in the Program Narrative under the “Management Plan” selection criterion.

**Q29. If data cannot be over three years old, does that mean that we shouldn’t use demographic information from the 2000 census?**

A. That is correct. The data should be from 2002 to date.

**Q30. If we are currently receiving a CCAMPIS grant can we document the success of that grant, and essentially request a continuation grant?**

A. No. You may not request a continuation grant. You may apply for another grant. In the Program Narrative section of your application, you may discuss the current services you provide, and explain how a new CCAMPIS Program grant would allow you to continue or expand these services.

### **Allowable Costs**

**Q31. May we use CCAMPIS Program funds to serve international students and graduate students?**

A. The CCAMPIS Program’s purpose is to assist low-income students to obtain a postsecondary education. A low-income student is defined as a student eligible to receive a Federal Pell Grant. Since neither international nor graduate students are Pell Grant-eligible, they may not be assisted through CCAMPIS Program funds. However, the IHE may provide child care services to other students and community members, including international and graduate students, provided CCAMPIS Program funds are not used.

**Q32. Do most grantees establish an on-campus child care facility? Or do they use off-campus, independent facilities to provide child care services?**

A. Some IHEs have used CCAMPIS Program grant funds to establish child care services; other IHEs had existing facilities when they applied for the grant; and other IHEs used grant funds to contract with independent, off-campus child care facilities. Please note: The IHE must have oversight authority over all facilities for which it uses grant funds to provide services.

**Q33. Our child care facility is located on campus property, but the facility is leased to an independent organization that has its own employees and provides all services. Our students receive a discount, but the facility does not give priority to or reserve spaces for our students’ children. Is our IHE eligible for a CCAMPIS Program grant?**

A. Yes. Your IHE is eligible for a CCAMPIS Program grant, and you may use CCAMPIS Program funds to contract with the child care facility for services for your low-income students, provided the IHE has oversight authority of the facility. The facility does not have to reserve spaces for the students’ children, but doing so would strengthen the application.

**Q34. Our institution has three campuses: only one of which has an on-campus child care facility. May we use CCAMPIS Program grant funds to provide services at the two campuses without facilities by contracting or partnering with local community based child care facilities?**

A. Yes. CCAMPIS Program funds may be used either to directly provide child care services or contract for the provision of child care services. However, the IHE must have oversight authority over all facilities receiving grant funds.

**Q35. The CCAMPIS Program Web site states that one of the allowable activities is "(WHAT IS THIS WHITE BOX BUSINESS?) subsidizing the costs of the child care services for your low-income students." Most of our students make arrangements for child care near their home, often with a home-based child care provider. We would like to provide our low-income students with child care vouchers or funds, which they could use to directly pay for child care. Is this an allowable activity for CCAMPIS Program funding?**

A. No. You may not distribute CCAMPIS Program funds directly to students, neither in cash nor by vouchers. You may use CCAMPIS Program grant funds to either directly provide services or contract for the provision of child care services for low-income students. However, all child care facilities with which you contract must meet all state or local government licensing, certification, approval, or registration requirements, and must be accredited within three years of the IHE first receiving grant funds. In addition, the IHE must have oversight authority of all facilities receiving CCAMPIS Program funds.

**Q36. What type of construction is allowed?**

A. Construction is not an allowable cost. Only minor renovations or repairs required to meet applicable state or local health or safety requirements are allowed.

**Q37. Are playground construction and maintenance allowed?**

A. Construction is not allowed. Only minor repairs and renovations required to meet applicable state, local or health safety requirements are allowed.

**Q38. What costs are covered under "other?"**

A. These are typically direct costs that are not covered in the other categories. For example, the costs or fees for consultants and their travel should be included here as well as any costs for equipment rental, space rental, utilities, and printing. These costs should be described in the Budget Narrative.

**Q39. What indirect cost rate may we claim?**

A. The institution may claim its negotiated rate for indirect costs.

**Q40. What costs are allowable?**

A. Please review the Budget Summary and Budget Narrative Guidance in the application booklet.

**Q41. All of our funds are being used to provide child care “scholarships” for our low-income students to utilize our campus-based child care center. What budget line item should be used for that?**

A. If by “scholarships,” you mean payment to a child care center for the services provided to low-income students’ children, you should put those costs under the “contractual” line item.

**Q42. There are five IHEs in our community. Our institution has a child care center. May we use CCAMPIS Program grant funds for child care services for a low-income student that is attending one of the other four IHEs?**

A. No. CCAMPIS Program funds may be used only for services to low-income students enrolled at your institution.

**Competitive Preference Priority**

**Q43. How or where do we describe our fee scales?**

A. You should describe your fee scales in the Program Narrative when you address the competitive preference priority.

**Q44. What must be included in a sliding fee scale?**

A. We do not dictate the format of a sliding fee scale, so you can set your own guidelines. Generally, a sliding fee scale is based on the student-parent’s income. You may wish to check with local and state child care services to discuss this matter to find out what is typical in your area.

**Q45. Where should we address the competitive preference priority?**

A. You should address the competitive preference priority in the Program Narrative.

**Other**

**Q46. When is the deadline for applying for the grant?**

A. The deadline was announced in a Notice Inviting Applications, which was published in the [Federal Register on June 8, 2005](#). The closing date is July 22, 2005.

**Q47. Are letters of support needed? Should we send them separately?**

A. No. Letters of support are not required, and should not be sent separately. If you choose to submit letters as part of your application, please review the page limit requirements in the [Notice Inviting Applications](#) published in the Federal Register on June 8, 2005.

**Q48. Where can I get a copy of the prior CCAMPIS Program application booklet and samples of successful applications?**

A. We have made substantive changes to the CCAMPIS Program application packet – specifically to the selection criteria – since the last competition. To avoid confusion, we are not distributing the prior application booklet or successful applications.

**Q49. If we receive a grant, when will we receive our funds?**

A. All funds will be awarded by September 30, 2005.

**Q50. Our institution is establishing a new campus-based early learning child care facility. We are in the process of approaching another college to partner with us in operating this facility. Based on the CCAMPIS Program law, our institution would be eligible for a grant of \$26,000.**

**Since the child care center will be a new facility, may we use the first year grant (\$26,000) for operating expenses and equipment costs, including staff salaries and playground equipment?**

**For the remaining grant cycle (years two through four), may we use the grant funds to assist our students with child care services at our facility or other day care establishments?**

A. There is nothing to keep you from proposing to do this. However, proposing to use all year one grant funds for salaries and equipment may not be the most judicious use of grant funds, keeping in mind that the purpose of the CCAMPIS Program is “to support the participation of low-income parents in postsecondary education through the provision of campus-based child care services.” You may use CCAMPIS Program grant funds to directly provide child care services or contract out services, provided that the IHE has oversight authority over the facility.

**Q51. May [Student Support Services](#) (SSS) Program grant personnel author a CCAMPIS Program grant application since ED is encouraging IHEs with SSS Program grants to apply for a CCAMPIS Program grant?**

A. Any one may write a CCAMPIS Program grant proposal for the IHE. However, SSS Program project staff may not do so while on SSS grant time. If SSS Program project staff wish to write the grant proposal, they must do so after normal business hours and without the use of any SSS Program project equipment or supplies, and the IHE would have to pay for the work from non-SSS Program funds.

**Q52. Who is required to sign off on the application?**

A. The person who has signature authority at the institution is required to sign the application as the “authorized representative” of the applicant IHE. This could be the president, or anyone to whom he or she has given signature authority.

**Q53. Please define "contracting out" child care services.**

A. The IHE may contract with a local child care facility to provide services, but the IHE must have oversight authority of the facility. If the IHE uses CCAMPIS Program grant funds to contract for services to low-income students, the facility must meet all state or local government licensing, certification, approval or registration requirements. In addition, the facility must either be accredited or will be accredited within three years of the IHE first receiving CCAMPIS Program grant funding.

**Q54. What does “oversight authority” mean?**

A. For CCAMPIS Program purposes, oversight authority of child care services means that the IHE must ensure that all funds used when contracting out child care services are appropriately spent and monitored according to the Department of Education's guidelines - that all costs are allowable, allocable, and reasonable, in compliance with [EDGAR](#), 34 CFR sections 74.27, 74.52, 75.700, and [OMB Circular](#) A-21 (C) & (J).

Oversight authority means that the IHE has the authority to inspect the premises, review the facility’s financial, health, safety and employment records, and receive copies of all state and local licenses, certifications, approvals, registrations, and proof of accreditation. In addition the project director must obtain quarterly financial and performance reports, showing proportional costs from the service providers.

**Q55. Are programs that currently have CCAMPIS Program grants scored separately from new applicants? Do current grantees receive any priority or preference?**

A. No. All applicants are scored the same and there are no priority points or prior experience points for current grantees.

**Q56. Can we assume that the current performance report will be used for applicants successful in the FY 2005 competition?**

A. No. We are preparing a new 18-month/36-month performance report, which will apply to all FY 2005 grantees.

**Q57. Is it possible to obtain a listing of projects that are campus-based?**

A. The listing of current grantees is on our Web site. We do not have a breakout of campus-based facilities.

**Q58. Can you provide a listing of accrediting agencies?**

A. Please check with your state and local child care services agencies for accrediting associations in your area. There are also a number of national associations that accredit child care centers, such as the [National Association for the Education of Young Children](#) (NAEYC) and the [National Association for Family Child Care](#) (NAFCC).

**Q59. How will CCAMPIS Program grant funds work in conjunction with Florida VPK – Voluntary pre-kindergarten funds? If we accept the Florida VPK funds will that affect our funds from CCAMPIS?**

A. We are not familiar with the Florida VPK program. You should review the CCAMPIS Program guidelines and [Office of Management and Budget circulars](#) governing the use of grant funds.

**Q60. Are there Federal grants that cover construction?**

A. There is a listing of all Federal grant programs in the Catalog of Federal Domestic Assistance (CFDA). Many libraries have a copy of the CFDA. It is also available on-line at [www.cfda.gov](http://www.cfda.gov). You may wish to check with your state and local authorities to see if they offer assistance with construction projects.

**Q61. How will you distribute the FY 2005 monies between the current grantees and new grantees?**

A. We have a total appropriation of \$16 million. We will use approximately \$6 million to fund continuation awards to current grantees whose grants end in FY 2006. We will use approximately \$10 million to award new grants under the FY 2005 competition.

**Q62. How does one apply to become a grant reviewer?**

A. Anyone interested in serving as a grant reviewer for any programs within the [Office of Postsecondary Education](#) (OPE), must use the new Online Field Reader Application Form. The online application form is available at <http://webprod.cbmiweb.com/edfrs> where first-time users may register into the Field Reader System and previously registered users may log in as well as update their profile. Applying to be a field reader through this site is the first step in the selection process.

Interested persons must still be deemed qualified for a particular reading, indicate their availability for a reading, and be selected before they actually become a reader. We are not planning to use CCAMPIS project directors as field readers for the FY 2005 CCAMPIS Program competition.